

ANS Correspondence

Holland, W.K.

1921

[American Telephone + Telegraph Company]

See Also: American Telephone + Telegraph Company

HOLLAND,

SEE

Am. Telephone & Teleg
Company.

HOLLAND, original tab of
SEE folder
Am. Telephone & Teleg
Company.

This folder belongs in Transfer Volume No. _____

The preceding folder of this number is in Transfer Vol. No. _____

ALPHABETICAL FILING

1. Place in the file a set of Guide Cards indexed with the subdivisions of the alphabet. For a single file use 25 guides indexed from A to Z. For larger outfits we can supply guides alphabetically subdivided into sets of all sizes from 40 to 8000 A to Z, provided the quantity is a multiple of 20, as 40, 60, 80 100, etc. For such outfits we suggest the use of 40 guides to each file.

2. Write the name of firm, individual or subject on the folder using a separate folder for each heading, index said folder by placing it between the alphabetical guides.

NUMERICAL INDEXING

3. Place in the file a set of guide cards numbered from 10 up in intervals of 10. (Other systems furnished when required.)

4. Use a separate folder for each firm, individual or subject. Number all folders consecutively then file them between the above mentioned guides.

5. As a key to the numbered folders, use a Globe-Wernicke Card Cabinet with alphabetically indexed guide cards and a separate record card for each party having a folder. (Sample card especially printed for this purpose will be furnished on application.)

NOTE—It is very simple to cross-index any of the folders by using extra cards bearing the folder number and filed under titles pertaining to the subject.

TRANSFERRING.

6. Be sure you enter the date you began using this system, either this folder or on a separate card.

7. Transfer each folder as it becomes bulky by removing contents and placing it in a transfer folder which in turn is placed in a transfer case numbered from 1 up. Under "Record of Transfers" be sure to enter the date and transfer case number.

8. It is sometimes desirable to transfer all the file at once, in which case remove all the guides, folders and contents, placing them in a Vertical File Storage Transfer Case, then put a new set of guides and folders in the cabinet.

SUGGESTIONS.

The best results are obtained by attaching to all letters the tissue of your reply. This facilitates reference.

Folders are furnished in medium and heavy weights. For satisfaction and economy we recommend the use of heavy weight which wear well and easily stand vertically in the files.

THE RECORD OF TRANSFERS

May be kept on the usual card or the form below or both may be used.

AMERICAN TELEPHONE AND TELEGRAPH COMPANY

TELEPHONE AND TELEGRAPH BUILDING

195 BROADWAY

E. K. HALL
VICE PRESIDENT

NEW YORK April 22, 1921.

Mr. Sydney P. Noe, Secretary,
American Numismatic Society,
New York City, N. Y.

Dear Mr. Noe:

There is enclosed with this letter a copy of one of our employee publications containing the article on medals, to the preparation of which you contributed such valuable assistance. The second article of this nature—the biographical sketch of Mr. Weinman—also has been sent out for publication similarly. In the preparation of the Weinman article, also, we were greatly assisted by the advance proofs of your article. And in this connection I would like to assert that it is a real joy to encounter an author who is thoroughly versed in his study but yet is willing to present it in popular style so that the dilettante, such as I, may understand and profit.

Yours very truly,

W K Holland

Enclosure.

April 23rd, 1921

Mr. W. K. Holland
Amer. Telephone & Telegraph Co.
195 Broadway, New York

Dear Mr. Holland:

Thank you very much for your letter
of April 22nd containing the publication on
medals. And also I wish to thank you for the
return of the Weinman galleys; I am glad that
you found them of use.

Very truly yours,

Secretary